

## Spring 2017 District Test Coordinator Important Tasks Checklist

This document will provide you with a list of important tasks and dates associated with the Spring 2017 AzMERIT Computer-Based Test (CBT) and Paper-Based Test (PBT) administrations.

Done	Task 1 - CBT & PBT	Dates
	<p>Log into TIDE, add new users, correct users, or delete users. District Test Coordinators must verify all personnel who will need access for TIDE, ORS, TA Interface and/or the Data Entry Interface (School Test Coordinators, School Report Viewers, School Teachers, and Test Administrators).</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Users with the role of District Administrator (DA) and School Test Coordinator (STC) may assist in adding new users at the school level.</li> </ul>	Ongoing



- Log into **TIDE**.
- Go to the **Users** task menu under Preparing for Testing.
- Select **Add Users**, **View/Edit/Export Users**, or **Upload Users**.
- Detailed instructions can be found in the *TIDE User Guide* on the AzMERIT portal [here](#).

Done	Task 2 – CBT	Dates
	Download, as appropriate, AzMERIT Secure Browser on to devices that will be used by students for CBT testing.	Ongoing



- On the AzMERIT portal, click on the Secure Browser button.
- Download the appropriate Secure Browser on to each device that will be used by students.
- Detailed instructions can be found in the *AzMERIT Secure Browser Installation Manual*.
- Information about supported operating systems and web browsers, see the AzMERIT System Requirements.
- Technology Resources can be found on the AzMERIT portal [here](#).

Done	Task 3- CBT & PBT	Dates
	Verify District Test Coordinator and Shipping Information in TIDE. All changes or corrections must be made by notifying ADE no later than January 20.	January 3 - 20



- Log into **TIDE**.
- Select the **Paper Ordering** task menu under Preparing for Testing.
- Select **Initial Orders**.
- Verify Contact Info.
- If all information is correct, select **Verify**. If contact information is incorrect, email [AzMERIT@azed.gov](mailto:AzMERIT@azed.gov).

Done	Task 4 – CBT & PBT	Dates												
	<p>Log into TIDE to view students associated with your district/schools. Last day to revise enrollments in ADE's AzEDS is January 20.</p> <p>ADE will upload student information in TIDE three times as shown below. Student information will be based on student enrollments in AzEDS as of the file extract date. <b>Note dates student files will be extracted from AzEDS for TIDE:</b></p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>File</th><th>Extract Date</th><th>Data Visible in TIDE</th></tr> </thead> <tbody> <tr> <td>Initial</td><td>12/20/2016</td><td>1/3/2017</td></tr> <tr> <td>Intermediate</td><td>1/11/2017</td><td>1/16/2017</td></tr> <tr> <td>Final</td><td>1/20/2017</td><td>1/25/2017</td></tr> </tbody> </table>	File	Extract Date	Data Visible in TIDE	Initial	12/20/2016	1/3/2017	Intermediate	1/11/2017	1/16/2017	Final	1/20/2017	1/25/2017	January 3 – 20
File	Extract Date	Data Visible in TIDE												
Initial	12/20/2016	1/3/2017												
Intermediate	1/11/2017	1/16/2017												
Final	1/20/2017	1/25/2017												




- Log into **TIDE**.
- Select the **Students** task menu, and then select **View/Edit/Export Students**.
- Use the School filter to display a list of student records by school or select All Schools. Click **Search**.
- To print or export files select all records to activate the print or export buttons.
- To add or revise enrollments update AzEDS prior to 1/20.

Done	Task 5 – CBT & PBT	Dates
	<p>Log into TIDE and indicate which students require special paper version tests.</p> <ul style="list-style-type: none"> <li>• CBT Schools <ul style="list-style-type: none"> <li>○ Braille, Large Print, and Regular Print Special Paper Version test. <ul style="list-style-type: none"> <li>▪ For Large Print and Regular Print Special Paper Version tests, students must have an IEP that they are unable to use a computer during regular instruction.</li> </ul> </li> </ul> </li> <li>• PBT School <ul style="list-style-type: none"> <li>○ Braille and Large Print Special Paper Version Tests.</li> </ul> </li> </ul> <p><b>*Special Paper Version accommodations marked in TIDE after 1/27/17:</b></p> <ul style="list-style-type: none"> <li>– Special Paper Version test accommodations marked in TIDE after January 27 also have a special paper version tests ordered during the Additional Order window (Task 9).</li> <li>– Special paper version tests may no longer be available during the Additional Order window.</li> </ul>	January 3 - 27*




- Log into **TIDE**.
- Select the **Students** task menu.
- Select **View/Edit/Export Students**.
- Click the **Edit** button for the student you want to view.
- Under the **Order Special Paper Version (student with IEP)** select the appropriate special paper version test.
- Detailed instructions can be found in the *TIDE User Guide*.

Done	Task 6 – CBT & PBT	Dates
	<p>All new students enrolled in AzEDS after 1/20 that will be participating in spring testing must be added in TIDE.</p> <p><b>Students enrolled after 1/20/17:</b></p> <p>PBT &amp; CBT Schools: Order any Special Paper Version tests for all new students that require special paper version accommodations.</p> <p>PBT Schools: Additional orders may have to be placed if there are not sufficient test booklets available in district overage.</p>	February 1 – prior to testing


- Log into **TIDE**. 
- Select the **Students** task menu and select **Add Students** or **Upload Students**.

Follow detailed instructions in the *TIDE User Guide* to add or upload students.


Done	Task 7 – CBT & PBT	Dates
	Create rosters for teachers to view student test results in late spring through ORS.	February – May 4

- Log into **TIDE**. 
- Select the **Rosters** task menu.
- Select **Add Rosters** or **Upload Roster**.
- Follow detailed instructions in the *TIDE User Guide* to create or upload rosters.

Done	Task 8 – CBT & PBT	Dates
	<p>Receive and inventory the initial test materials shipments.</p> <ul style="list-style-type: none"> <li>– CBT schools: Initial shipment includes <i>Test Coordinator Manuals</i> (TCM), <i>Test Administration Directions</i> (TAD), and Special Paper Version tests.</li> <li>– PBT schools: Initial shipment includes test booklets, Special Paper Version tests, TCMs, TADs, and return shipment materials.</li> </ul>	March 13-14

- Log into **TIDE**. 
  - Select the **Paper Ordering** task menu.
  - Select **Order History**.
- Follow detailed instructions in the *TIDE User Guide* to View Order History.

Done	Task 9 - CBT	Dates
	CBT schools - Additional Order Window for Special Paper Version Tests.  <b>Notes:</b> <ul style="list-style-type: none"> <li>Special Paper Version tests available for CBT schools include Braille, Large Print, and Regular Print Paper Special Version tests.</li> </ul>	March 14 – April 7
Done	Task 9 - PBT	Dates
	PBT schools - Additional Order Window if there are not a sufficient number of test booklets in the district overage materials or if additional Special Paper Version Tests are needed.  <b>Notes:</b> <ul style="list-style-type: none"> <li>Special Paper Version tests available for PBT schools include Braille and Large Print tests.</li> </ul>	March 14 – 16
	<b>Notes for both CBT &amp; PBT Schools:</b> <ul style="list-style-type: none"> <li>ADE will review each additional order prior to shipment.</li> <li>There <u>must</u> be an indication in TIDE for each new student that requires Special Paper Version tests.</li> <li>Special Paper Version tests may no longer be available during the Additional Order window.</li> </ul> <b>After placing an additional order check back within 24 hours to check the status of the order.</b>	

- Log into **TIDE**. 
- Select the **Paper Ordering** task menu.
- Select **Additional Orders**.
- The **Search for Orders** panel will be displayed.
- Enter the quantity of each additional material needed, then click **Save Orders**.
- Follow detailed instructions in the *TIDE User Guide* to order additional materials.

Done	Task 10 – CBT & PBT	Dates
<b>CBT TEST ADMINISTRATION WINDOW</b>		
	Writing*	March 27 – April 21
	3 <sup>rd</sup> Grade Reading and Math	March 27 – April 28
	All other Grades Reading and Math	March 27 – May 4
<b>PBT TEST ADMINISTRATION WINDOW</b>		
	Writing*	March 27 – March 28
	Reading and Math	March 27 – April 7

- Schools must follow test schedule provided in the *Test Coordinator Manual*.
- \*Writing must be administered 1<sup>st</sup> for ELA.
- Reading and Math do not have to be administered on the same day.

Done	Task 11 - PBT	Dates
	<p>Return testing materials to Measurement Incorporated.</p> <ul style="list-style-type: none"> <li>– Collect and inventory all scorable and non-scorable materials.</li> <li>– Follow the packing and return shipment instructions in the <i>Test Coordinator Manual</i>.</li> <li>– For Special Paper Version tests follow the directions in the <i>Special Paper Version Test Administration Directions</i>.</li> <li>– Contact FedEx at least 48 hours prior to pickup of materials.</li> <li>– Last day to contact FedEx April 7.</li> <li>– Deadline for materials to be picked up and out of building is April 11.</li> </ul> <p><b>Note:</b> Materials not out of building by April 11 may cause a district to be charged for shipping and test results may be delayed.</p>	April 10 – April 11

- Materials not out of building by 4/11/17 contact [AzMERIT@azed.gov](mailto:AzMERIT@azed.gov) immediately.

Done	Task 12 – Score Reports to Districts	Dates
	Grade 3 Reports will be available in ORS for districts/charters.	5/12/17
	Grade 3 Paper reports will be delivered to districts/charters.	5/24/17
	Grades 4 – 8 and EOC reports will available in ORS for districts/charters.	5/25/17
	Grades 4 – 8 and EOC reports will be delivered to districts/charters.	6/20/17

Done	Task 13 – Score Corrections	Dates
	Last day to Report Corrections to AIR.	6/30/17

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